



# DEMOLITION Permit Application



Building and Site Development, City of Columbia

701 East Broadway, 3<sup>rd</sup> Floor, Columbia, Missouri 65201

Phone: 573-874-7474 Fax: 573-874-7283 TTY: 573-874-7251

|                          |                          |                             |
|--------------------------|--------------------------|-----------------------------|
| Building Address:        | Property Zoning:         | Permit #:                   |
| Legal Description:       |                          |                             |
| Contractor Information:  |                          | Building Owner Information: |
| Name:                    | Name:                    |                             |
| Address:                 | Address:                 |                             |
| City / State / Zip       | City / State / Zip       |                             |
| Email Address (REQUIRED) | Email Address (REQUIRED) |                             |
| Telephone #              | Telephone #              |                             |

## Notice to Historical Preservation Commission - Intent to Demolish

To the best of your knowledge:

|  |       |    |
|--|-------|----|
| Is the building or structure to be demolished more than fifty(50) years old?   | Yes   | No |
| Is the building/structure in a historic district, a landmark or otherwise been recognized as historically significant? | Yes   | No |
| Historic Preservation Commission & Liason Notified Y ( ) N ( )   | Date: |    |

## Requirements for Demolition Permit

For Occupancy other than one and two family, **submit copies of written notice** to adjoining property (lot) owners of intent to demolish building; to be **delivered one week prior to commencement of work** per IBC, Section 3307.1

**Utilities disconnect certificates must be obtained from the following service providers:**

|  |   |  |
|--|---|--|
|  | Gas per IBC, Section 3306.6   |  |
|  | Water per IBC, Section 3303.6   |  |
|  | Electric per IBC, Section 3303.6  |  |
|  | Sewer Cap Inspection results by City Sewer Maintenance Division         |  |
|  | Cash Bond of \$2000 (refundable)  |  |
|  | Approved plan verifying Chapter 33 Safeguards for Commerical properties |  |
|  | Copy of written notice, and listing of recipients with addresses        |  |

## Applicant Notice:

Upon submission of this application, notice will be given to the Historic Preservation Commission there is an "Intent to Demolish", which requires **30 calendar days** before demolition permit can be issued.

*note: Applications for demolition permits must be made by legal owners of real property or authorized agents\* only*

*\*Demolition Application Authorized Agent form Required (see attachment)*

I hereby acknowledge that I have read this application and state that the above is correct and I agree to comply with the City Ordinances and state laws regulating building demolition.

\_\_\_\_\_  
Legal Owner of Property or Authorized Agent\*(attach form)

\_\_\_\_\_  
Date of Submission of Demolition Application

## For Office Use Only

Permit Fee \$

|                          |                                  |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | Copy of Bond receipt attached    |
| <input type="checkbox"/> | Applicable Certificates attached |
| <input type="checkbox"/> | Notification to proceed given    |

# Notice Regarding Residential Demolition Permits

July 8, 2016

Effective October 1, 2016 residential demolition permit applications will be required to be accompanied by a site plan which includes the following:

1. Drawn to an appropriate scale.
2. Property lines with dimensions.
3. Adjacent streets and easements.
4. Property address.
5. North arrow.
6. Outline of all structures and paved areas to remain or be demolished.
7. Distance between remaining buildings and between remaining buildings and property lines.

These requirements are intended to ensure that residential demolitions meet the requirements of R106.2 of the 2015 International Residential Code which states as follows:

**"Site plan or plot plan...**In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot."

It should also be noted that current City ordinance requires that all accessory structures and paved areas are to be removed at the time of demolition of the primary structure. If project conditions warrant the need for a variance from this requirement it should be discussed at the time of application.

Questions about this notice should be directed to Doug Kenney, Senior Building Inspector at (573) 874-7474.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Shane S. Creech', is written over a horizontal line.

Shane S. Creech, P.E.

Building and Site Development Manager

## DEMOLITION PERMIT DISCLOSURE OF DEMOLITION MATERIALS

City of Columbia Community Development / Building and Site Development Division

701 E. Broadway, Columbia, Missouri 65201

Phone: (573) 874-7474 Fax: (573) 874-7283 TTY: (573) 874-7251

**NOTES:** 1) Please see the City's **Brick Streets Policy Resolution** for information regarding the treatment of exposed or covered brick street pavers when demolishing structures or site disturbance in the public rights of way.  
<http://tinyurl.com/brickstreets>

2) If brick street pavers are among the building materials in a structure on private property to be demolished, the street pavers may be purchased for future brick street maintenance and repair.

### Disclosure of dispersal and discharge of demolition debris and salvageable materials:

1. Are materials from this demolition site going to be salvaged?

☐ No

☐ Yes

2. If yes, materials are going to be salvaged and the property is 50 years or older, the Historic Preservation Commission or a qualified consultant may provide, free of charge, a walk through and list of materials recommended for architectural salvage.

☐ I am interested in assistance identifying architectural salvage materials.

☐ I am willing to permit the taking of photos inside the structure prior to demolition to preserve the images of the interior design elements within the Historic Preservation Technical Assistance Library.

3. Are demolition materials going to be disposed of in a public landfill?

☐ No

☐ Yes

4. Are demolition materials going to be disposed of at a private disposal or clean fill site? If yes, please provide the address:

☐ No

☐ Yes; Address: \_\_\_\_\_

## DEMOLITION PERMIT AGENT AUTHORIZATION

City of Columbia Community Development / Building and Site Development Division

701 E. Broadway, Columbia, Missouri 65201

Phone: (573) 874-7474 Fax: (573) 874-7283 TTY: (573) 874-7251

**NOTES:** 1) All owners of real property shall sign the agent authorization form to assign authorized agents for the purpose of filing a demolition permit application.

2) Applications for demolition permits shall be made by legal owners of real property. If ownership changes prior to permit issuance, a new application shall be made.

I/We, \_\_\_\_\_,

Please print

owner(s)\* of \_\_\_\_\_ (address)

Please print

Hereby appoint and authorize \_\_\_\_\_

Please print

as the authorized agent to apply for a demolition permit.

\*If property is in a trust, please print the trust name in the first blank, and list the names and signatures of all individuals with ownership in the trust in the space below.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## DEMOLITION PERMIT REQUIREMENTS

City of Columbia Community Development / Building and Site Development Division

701 E. Broadway, Columbia, Missouri 65201

Phone: (573) 874-7474 Fax: (573) 874-7283 TTY: (573) 874-7251

1. For occupancy **other than** one and two family, submit copies of written notice to adjoining property (lot) owners of intent to demolish building. To be delivered one week prior to commencement of work per IBC, Section 3307.1
2. **Utility Disconnect Certificates** from:
  - a. Gas
    - Ameren UE 573-876-3048
  - b. Water
    - City of Columbia Utility Accounts Department 701 E. Broadway 573-874-7380
    - Consolidated Water District #1 1500 N. 7<sup>th</sup> Street 573-449-0324
    - Consolidated Water District #9 391 Rangeline Road 573-474-9521
    - Consolidated Water District #4 14530 Route U Hallsville 573-696-3511
  - c. Electric
    - City of Columbia Utility Accounts Department 701 E. Broadway 573-874-7380
    - Boone Electric Cooperative 1413 Rangeline Street 573-449-4181
    - Central Electric Cooperative 2106 Jefferson Street, Jefferson City 573-634-2454
  - d. Sewer
    - Sewer Maintenance Superintendent – 573-445-9427
    - Boone County Regional Sewer District 1314 N 7<sup>th</sup> Street 573-443-2774
3. Bond of \$2000.00

\*Applicants – with submission of the demolition permit application notice will be given to the Historic Preservation Commission there is “Intent to Demolish” which requires **30 days** before demolition permit can be issued. )

**\*All owners of real property shall sign the agent authorization form to assign authorized agents.**

**\*Applications for demolition permits shall be made by legal owners of real property. If ownership changes prior to permit issuance, a new application shall be made.**